The Financial Side

# IFS Connection

Volume 3, Issue 3 July 2003

## Security Reminder

A key to success with the ADVANTAGE™ system is the security of User IDs and passwords. Since the combination of the User ID and password carries the same responsibility as a hand-written signature, **individuals must not share their confidential information with anyone**, including an agency head, technical staff or Help Desk. Using someone else's User ID and password is equivalent to fraud and will be dealt with according to established policy.

### Inside This Issue



## From the Desk of…

### State Controller Kathy Augustine

I am excited to announce the rollout phase of the IFS Project is now complete. I am also proud to say the project was completed **six months ahead of schedule and within budget**. The last four and a half years have brought many exciting and innovative changes in the way the State of Nevada handles financial business.

I want to assure all users of the system, that even though the rollout phase is complete, the State Controller's Office commitment to the IFS system will remain unchanged. My office will continue to provide ongoing training and user support for the DAWN and ADVANTAGE™ systems.

As always, the Financial Help Desk and the Vendor Services Desk will be fully staffed during business hours to answer any immediate questions and provide system assistance.

I want to thank all of the members of the IFS team and all those who worked so hard on the project. Their dedication, as well as the patience of state employees who went through the conversion to the new system, was invaluable. ◆

## IFS Help Desk Contact Update

The IFS-Financial Help Desk, now located at the State Controller's Office, is available to assist.

**Contact Lauri Wilkens:**
***New Phone***
775/684-5654
***New Email***
lwilkens@controller.state.nv.us

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# Check/EFT Cancellations

Need to cancel a check?

After a payment voucher goes through the nightly cycle, a check is printed and released from Check Distribution by noon the next day.

To cancel a check located at Check Distribution:

1. Complete a **Check Release** form (see the Payment Voucher section of your SNAP manual) and fax to Check Distribution (before 9:00 AM), or

2. Call Check Distribution (684-5694) to request the cancellation. Follow up with the **Warrant Cancellation and/or Reissue Request** to the Controller's Office requesting the check be cancelled. This form is available in hard and soft copy from Agency Services at the State Controller's Office (684-5750).

To cancel a check returned to the State Controller's Office:

1. Call Agency Services. Follow up with a **Warrant Cancellation and/or Reissue Request**.

To cancel a check returned to your Agency:

1. Complete the **Warrant Cancellation and/or Reissue Request** and return the form to the State Controller's Office with the check.

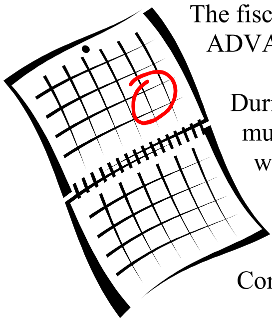
To cancel an EFT (Electronic Funds Transfer):

1. Contact Check Distribution. They will advise whether a memo to the Controller's Office or Check Distribution is in order. The memo must include document ID, reason for cancellation and contact name and number.

To cancel a check not received by vendor:

1. Vendor must complete and submit a notarized **Affidavit for Non-Receipt of Warrant** form.

## Dual Fiscal Years



The fiscal year runs from July 1 to June 30. From July 1st through late August, ADVANTAGE™ has both fiscal years open, called the *dual fiscal year*.

During the dual fiscal year, when processing a document for the prior fiscal year (2003), you must include 13/03 as the Accounting Period and 03 as the fiscal year. Failure to do this will result in the document posting to the new ('04) fiscal year.

Transactions entered after the fiscal year is closed in late August cannot be posted to the prior fiscal year. Please see the **Fiscal Year Closing Memo** distributed by the Controller's Office, to verify exact closing dates.

## Closing the books for FY 2003 begins July 1, 2003

**Friday, August 22, 2003** All 2003 JVs, billing claims, or expenditure advices need to be in the State Controller's Office.

**Friday, August 29, 2003** All 2003 transactions (except payroll through Central Payroll and purchases through State Purchasing Division) will be processed through this date.

**Friday, August 29, 2003** Agency's online transactions and file uploads for FY 2003 will be processed through this date.

After **Friday, August 29, 2003,** you must contact the Budget Division in order to start the stale claims process for FY 2003 payments. Please refer to your FY 2003 Closing Memo for more information in meeting closing requirements and to avoid last minute problems.

## Vendor Changes

As you know, vendor records is undergoing a thorough 'house cleaning' in order to ensure there is only **one active vendor number per tax identification number**. An alpha character following the main vendor number will indicate additional locations for the same vendor. This detailed and time-consuming process will benefit us all…and we gratefully thank all those involved!

Major vendors whose records have been updated include: Corporate Express, EICON, Kmart, MyOfficeProducts.com, Nevada Bell, Office Depot, Radio Shack, SPRINT, the University and College system, WW Grainger, and Xerox.

# Financial Training Classes

All classes will be held at 727 Fairview, Carson City.
Classes are limited to 20 people.

## ADVANTAGE Financial Training Classes

| Class | Time | Dates |
|---|---|---|
| Navigation | 8:30 a.m. to noon | July 22, August 19, September 23 |
| Cash Receipts | 1:00 p.m. to 3:30 p.m. | July 22, August 19, September 23 |
| Payment Vouchers | 8:30 a.m. to 11:00 a.m. | July 23, August 20, September 24 |
| Restricted Journal Vouchers | 11:00 a.m. to noon | July 23, August 20, September 24 |
| Requisitions and Receivers | 8:30 a.m. to noon | July 24, August 21, September 25 |
| Fixed Assets | 1:00 p.m. to 3:00 p.m. | September 25 |

Sign up for the ADVANTAGE Financial Training Classes, at the State Controller's website: www.state.nv.us.conntroller/ifs.html

## DAWN Training Classes

Basic DAWN Navigation

This class covers basic navigation through DAWN reports and downloading reports into Microsoft Excel. It will also cover commonly used reports in ADVANTAGE financial and Vista Plus.

Creating Custom Reports

This class covers downloading information from DAWN and creating reports in Microsoft Excel. Topics include Pivot Tables, Auto Filters, Advanced Filters and other list functions.

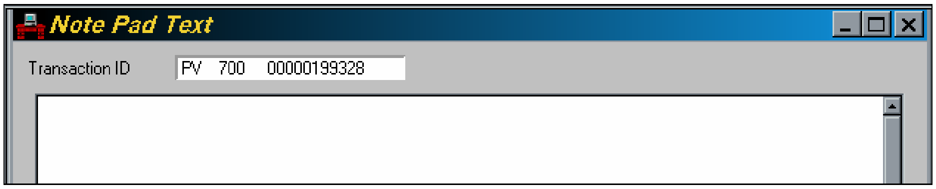
| Class | Time | Dates |
|---|---|---|
| Basic Navigation | 2:00 p.m. to 4:00 p.m. | July 23, August 20, September 24 |
| Creating Custom Reports | 2:00 p.m. to 4:00 p.m. | July 24, August 21, September 25 |

For more information and/or to sign up for DAWN classes call Melissa Rempe at 775/684-5663 or e-mail mrempe@controller.state.nv.us

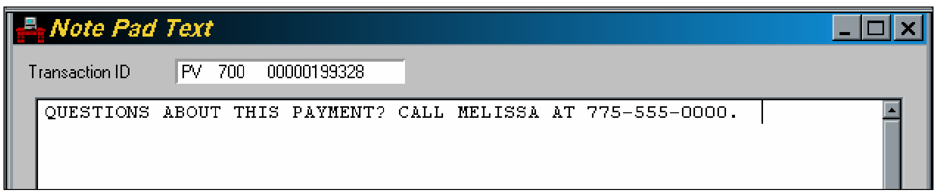
## Making the Most of Note Pad Text (NOTE) or Additional Description on PVs and PVEs

Concerned the invoice and description fields do not allow you to send enough information to your vendors? You can add a note to the check stub or electronic transfer advice with the Additional Description.

From an open PV or PVE, select **Edit: Additional Description** or **F3**.




Tab to the blank field of the table and enter information or comments.

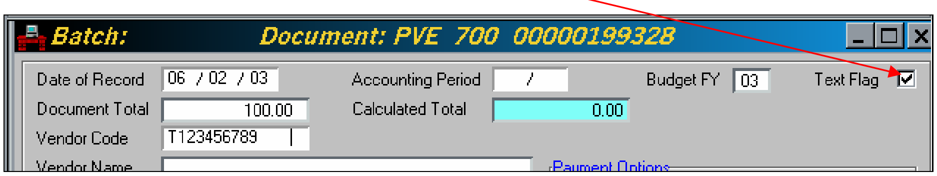



**Only the first two lines of information will be printed on the check stub or electronic transfer advice.**

There will be no record of this note on Document History in DAWN or DHIS in ADVANTAGE.

When finished, save the text by selecting **Modify: Add** or **F6.**

After the document is edited, the Text Flag box on the PV or PVE will display a check mark.



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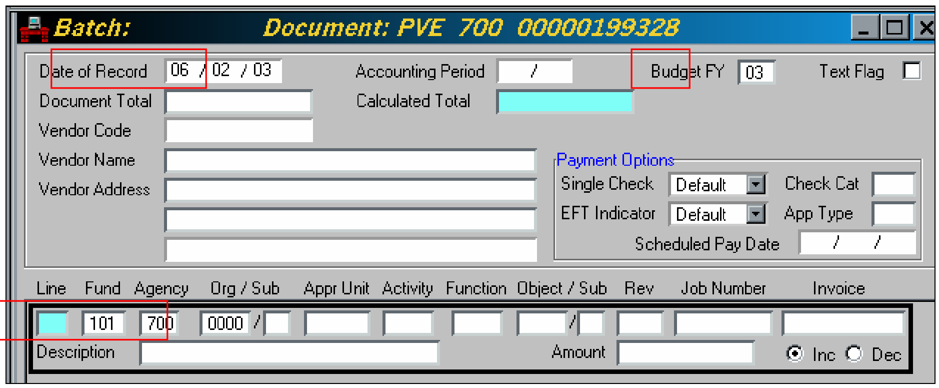
## Using Default Codes

Using defaults for ADVANTAGE Financial documents can save a lot of time and keystrokes.

To load a default:
It is important to start with a new and completely blank document, like the PVE shown below. Enter the account coding elements that will remain the same for all of your documents. In this case, the date, fiscal year, fund, agency and organization.




**Select** Edit: Save Defaults **or** Ctrl+S**.**

**CAUTION**: Before you save defaults for a PV or PVE, be sure the values in the Payment Options area are:

Single Check – Default
EFT Indicator – Default
Check Cat and App Type – Blank

The next time you create a document of the same type, you can load these same default values by selecting **Edit: Load Defaults** or **Ctrl+L.**